	INTEGRATED BUSINESS INFORMATION SYSTEM (IBIS)
	WiSMART Accounting String Survey

Please return to Scott B. Thornton, mailto:scott.thornton@doa.state.wi.us

Organization Code	DWD requires the organization code on all revenue and expenditure transactions. It may be used on balance sheet transactions, but generally isn't. We gave each division and attached agency a block of numbers to use. We tried to assign the first number as the division, but due to the differing sizes of the divisions and the number of the divisions this did not work. The organization is defined by the divisions based on the operational budgeting needs. We have a division code that is a 2 digit code that is not on WiSMART (from the B-2 system). This corresponds with a four digit organization code. Each orgn is assigned to a bureau and a division. Each Bureau and Division code is also an organization code. On accounting transactions, we use the orgn code, but for budgeting, reporting, and monitoring we have needs to review transactions at the division and bureau levels. The division, bureau and orgn are based pretty much on the organizational hierarchy of the agency, or represents a physical location (for example each job center has its own organization code to track expenditures.). We assign the levels available on DOA, but we do not really do anything with this. We do not assign budgets on WiSMART based on the orgn code. We do put a "dummy" amount as the orgn budget on the EB transactions so that we do not get warning messages on the transactions. Expenditure transactions use the detailed orgn code. Revenues collected through accounts receivable generally use the higher level division code.

Sub-Organization Code	DWD does not use the sub-organization code. We might have been able to use this code, but it is not required as part of the code block so we did not feel it would be used consistently.

Activity Code	The activity code is required on all revenue and expenditure transactions. It is generally not used on balance sheet transactions. We include the activity code as part of the FAIT record. The divisions decide how they want to use the activity code. There is a general activity code used when it doesn't really matter if costs or revenues are segregated at an activity level. The activity code is used to further segrate costs within a funding source for tracking, monitoring, or reporting purposes. Each Division uses this code differently for their specific needs.

Reporting Category	The report catg is the most important code for DWD. We require the report category on all revenue and expenditure transactions, not just transactions related to federal programs. The report category is used to separate costs at the lowest level. The reporting category ususally represents a specific grant, project, or funding source that the department will perform. All new programs need a new report category. We use the first 3 characters to identify the program and the last character as the program year. The program year can be state fiscal year, federal fiscal year, calendar year or something else. The program year can last one year, or multiple years (for example a 3 year contract will have one program year – the year it started). If we have a program where the costs need to be separated, but the program is ongoing we

use an alpha character at the end and put the close date of the report category out for as long as we can (5 years based on WiSMART edits). We have been trying to keep the first 3 characters numeric, but this will not last because there won't be enough numbers (a 5 character field would have been helpful). We tried to group similar programs together, but this is also hard to do with the number of programs that DWD has.

We have situations where a federal program requires match. We use the same report category for the federal and state side (these are set up with different appropriations and federal aid numbers). Transactions that are entered into DWD's systems are automatically matched. The user keys in the primary (federal) side and the systems calculate the match amount. This adjusts the dollar amount on the primary transaction and adds a transaction line with the match account code and secondary amount. The system stores a match percentage as part of the reporting category setup that is used to calculate the monetary split between primarty and secondary funding.

We have a code that is not on WiSMART called the funding rollup code. This allows a grouping of report categories that go together for budgeting, reporting, and monitoring purposes.

DWD interfaces the FM and FAIT transactions to WiSMART. Our system stores additional information that is not included on the FM document for WiSMART. This includes the last day the time can be charged to the report catg., the federal match percentages, contact people (WiSMART only includes one), comments, billing information, whether FICR should be applied, etc. We set up the FAIT related to the reporting catg at a detail level, including orgn and activity level. Every combination is set up for the FAIT entries. DWD does not budget by reporting category on WiSMART.

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DWD has an additional field that is part of the code block called the master task code. The master task code is used to track specific project costs. Each master task is attached to a funding packet that holds the detailed account coding that is funding the master task. These codes are used as part of our time tracking, in our IT planning and monitoring system, and also track mailroom and facilities projects.

Sub-Revenue Code	DWD uses the sub-revenue codes as assigned by DOA. We may occassionally request new ones. The sub-revenue codes are not used consistently because they are not required. They are used on some transactions and not others depending on whether the user wants to break down costs further than the revenue source code. This makes this an unreliable code for reporting.
Sub-Object Code	DWD uses the sub-object codes as assigned by DOA. We may occassionally request new ones. The sub-object codes are not used consistently because they are not required. They are used on some transactions and not others, depending on whether the users want to break costs down at a finer level than

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	the object code.
	Note : DWD also has a code called a object roll-up which is different than the heirarchy that is on WiSMART. Object codes are grouped into object rollups based on budgeting, reporting, and billing needs.

Project	DWD uses for Fund 490/495 projects as assigned by DOA.

Sub-Project	DWD used for Fund 490/495 projects as assigned by DOA.

Agency: DWD _____   Completed by: Tami Moe _____